



CENTER FOR
PUBLIC JUSTICE

Operations Assistant
AVAILABLE IMMEDIATELY
Full-Time
Based in Alexandria, VA

Position Description

The Center for Public Justice (CPJ) seeks an Operations Assistant to support the operations of the organization. The Operations Assistant is responsible for payables and receivables, payroll, employee benefits, compliance documentation, internal and external communication with staff, contractors, vendors, donors, CRM system management, and general office administration and facility care. The Operations reports to the CEO and works with the CFO, supporting the work of CPJ's staff and board.

The Center for Public Justice

CPJ is a nonpartisan, independent, Christian civic education and policy organization whose mission is to serve God by equipping citizens, developing leaders, and shaping policy to advance justice for the transformation of public life. A commitment to Christ in all that we do is essential to the fulfillment of CPJ's mission, therefore any interested candidate must be able to demonstrate their faith commitment in practice and explain how they envision their faith connecting with their role at CPJ.

Key Responsibilities

- Manage accounts payable, including processing of invoices, employee payment card reconciliations, payroll and benefits deposits, ensuring documentation is accurate and complete for all paid invoice files, researching payables information as necessary, maintaining contracts with all vendors, ensuring correct payment allocation, printing and mailing checks or completing ACH vendor payments;
- Manage accounts receivable, including distributing and tracking all accounts receivables, bank deposits, processing and filing information regarding all donations, generating donation receipts, updating information in CRM system, reconciling bank statements, following up with outstanding A/R;
- Manage all aspects of payroll, including processing of payroll on a monthly basis with payroll service, completing employer retirement contributions, processing employee pre-tax HSA, retirement and transportation withholding, ensuring complete documentation prior to processing intern and contractor payments;
- Manage administration on a daily basis including prompt responses to or rerouting of all inbound communication (email, phone and mail), coordinating meetings, space, electronic filing systems, and calendar for team, CEO, and board, completing

- outbound communication as needed to solve problems or as directed by the CEO, and designing new systems and processes to support organizational growth;
- Manage facilities including daily office organization and administration, maintaining inventory and purchasing of supplies, communication with landlord and cleaning service about repairs/issues, assisting staff with on-site event preparation and logistics;
 - Manage employee benefits, including maintaining accurate employee HR documentation and files, staying updated on employee benefits provisions and conducting training or communicating information to employees, contributing this information to employee and intern onboarding;
 - Manage basic IT setup, inventory, and coordination of warranty repairs for equipment;
 - Assist CEO and CFO with annual external audit, 990 preparations, and state compliance documentation;

Persons applying for the position should have

- A personal, active, and demonstrable commitment to Christ and to CPJ's mission
- Exceptional attention to detail and problem-solving orientation
- Strong proficiency using Google suite online and other SaaS resources such as Quickbooks Online, Dropbox, Zoom, Virtuuous and Trello.
- Strong interpersonal communications skills and good judgment
- Excellent work history demonstrating skill in taking initiative, working independently, and proactively self-managing workflow to on-time completion
- Hold at minimum a bachelor's degree or equivalent professional experience

Ideal candidates will also possess these attributes

- Knowledge of and proficiency in basic accounting principles
- Familiarity and/or demonstrable understanding of the Reformed theological tradition and in particular its expression in the concept of public justice

Salary and Benefits

The annual salary range for this position is \$47,000 - \$57,000, depending on experience and skill. CPJ offers a generous benefits package which includes: 100% paid health and dental insurance; 16 paid holidays; 2 weeks paid discretionary leave (3 weeks after the first year employment), paid family medical leave and a flat/non-matching employer contribution to a 403(b) retirement plan of 3% of annual salary. This position is hybrid-eligible, meaning up to two weekly telework days (Mondays and Fridays) are available for this position. CPJ has daily core hours from 10am - 3pm Eastern, which means the Operations Assistant is eligible to request a formal flexible work agreement for the remaining daily hours.

Application Process

Applicants should submit a cover letter, a current resume, a portfolio of relevant work detailing related experience, and four references with contact information including name, relationship, address, email and telephone numbers. At least three professional references and one character reference who can speak to the candidate's maturity as a Christian are requested.

Inquiries and application materials should be sent via email (with Word or PDF attachments) to the contact below, referencing "Operations Assistant" in the subject line.

Upon submission of the required application materials, qualified candidates will be asked to review the Theological Basis and Standards of Conduct. Prior to setting up an interview, qualified candidates will be asked to affirm that they will uphold these standards if they are selected for the position.

No paper applications or phone calls please.

Contact:

Hiring Manager

hr@cpjustice.org